

## DEFINITIONS

Emergency Conditions: Circumstances which necessitate the closing of a state worksite. Some examples of emergency conditions adversely affecting the performance of duties at a worksite might be water main breaks, sewage back-ups, or power outages.

Conditions of a Serious Nature: Circumstances which may affect the ability of employees to report to work or may necessitate the curtailing of operations by reducing staffing to minimum levels and/or reassigning staff to other location(s).

## RESPONSIBILITIES

Agencies are responsible for:

- knowing the safety-related issues at each work site;
- determining appropriate staffing levels should the agency decide to reduce staffing levels or reassign employees due to conditions of a serious nature;
- notifying SPD promptly if emergency conditions exist;
- providing all necessary information to SPD for an accurate determination on the status of the work site; and
- implementing SPD's determinations.

State Personnel is responsible for:

- reviewing and assessing all available information concerning potential emergency conditions situations; and
- promptly responding to agency requests for emergency conditions leave.

## PROCEDURES

1. The State Personnel Director may authorize the closing of a state operation due to emergency conditions occurring at a worksite. Weather conditions affecting only the ability to commute will not be considered emergency conditions necessitating the closing of a state worksite or paid leave.

2. When the State Personnel Director declares a state worksite closed due to emergency conditions, employees scheduled to work at that worksite during the time of the declaration who are not required to work shall be given leave with pay. Employees required to work at that worksite during the time period for which an emergency is declared shall be granted compensatory time on an hour for hour basis for such hours worked.

3. If conditions of a serious nature exist, the appointing authority may curtail operations by reassigning employees to other work site(s) and/or authorizing leave

without pay for affected employees. Employees may elect to use vacation leave, personal leave or compensatory time to cover such absences. An appointing authority may only authorize unpaid leave or an employee's request to use accrued leave, but may not authorize paid emergency conditions leave or compensatory time for work during emergency conditions.

4. The provisions of this policy shall not apply to employees on sick leave or any other leave approved prior to the declaration of the emergency condition or to any other employees who are engaged in emergency response activities, such as, but not limited to, snow removal, radio operations or emergency management.

5. Only the State Personnel Director may authorize the closing of a state worksite or operation due to emergency conditions. Reports of emergency conditions at a worksite must be submitted through designated chains of authority to the Employee Relations Division of the State Personnel Department as soon as possible, but in no event after the emergency conditions have concluded. Declarations of emergency conditions will not be made retroactively.

6. Employees who attain certification through the Red Cross as certified disaster service volunteers can request and, if approved, receive up to fifteen (15) days paid leave to provide disaster services in Indiana, within their certification(s), pursuant to the terms of IC 4-15-14.

<b>REFERENCES</b>
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IC 4-15-1.8-7(a)(1)  
IC 4-15-14